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**Information Management**

**MALMSTROM AFB FUNCTIONAL  
MANAGEMENT OF INFORMATION  
MANAGERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This is the initial publication of this instruction. This instruction implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management*. Information is a resource critical to readiness; it is a force multiplier. By decisively managing Department of Defense and Air Force information, military force effectiveness is multiplied. Military and civilian leaders, and their staffs, at all levels of command and within every organization, must view information as a strategic resource. Global reach and global power require global information management. The right information, in the right format, must be delivered at the right time -- regardless of the environment. This instruction applies to all units serviced for manning purposes by the 341st Space Wing (SW). Records created as a result of prescribed processes in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of as indicated in the Records Disposition Schedule available in WebRIMS.

**1. General.** The 3A0X1 Functional Manager (FM) duty will be designated by the communications squadron commander. This is a selectively manned position, typically the senior enlisted information manager in the 341 SW.

**2. Wing FM.** The wing 3A0X1 FM will:

- 2.1. Be the focal point for all Information Management (IM) related issues.
- 2.2. Monitor and provide IM training for 3A0X1 personnel.
- 2.3. Monitor 3A0X1 Career Development Course (CDC) pass and failure rates.
- 2.4. Monitor and provide recommendations concerning training waivers.
- 2.5. Obtain feedback from technical school graduates and provide it to the next level functional manager.
- 2.6. Screen all 3A0X1 training material to include CDCs, Career Field Education and Training Plan (CFETP), and duty descriptions, and provide feedback to the MAJCOM FM.

- 2.7. Ensure all 3A0X1 personnel have a current copy of the CFETP.
- 2.8. Conduct IM meetings as needed.
- 2.9. Establish an e-mail network to reach all IM personnel to provide career field updates, current training opportunities, and other related information.
- 2.10. Assign 3A0X1 personnel to air expeditionary force (AEF)/mobility positions on a “most vulnerable” basis. Normally volunteers will be selected first. Non-volunteers who are selected for AEF/mobility positions will be selected using the following criteria:
  - 2.10.1. Short tour return date (STRD).
  - 2.10.2. Temporary duty, mobility, or deployment history since assigned to Malmstrom AFB.
  - 2.10.3. Time on station.
  - 2.10.4. Once an individual(s) has been tasked for a particular AEF bucket (whether bucket deploys or not), that individual cannot be tasked for another bucket within a 20-month period. (Example: Individual deploys with AEF9/10 from September - December 2000. Individual(s) tasked for this AEF will not be vulnerable for another tasking until June 2002).
  - 2.10.5. All 3A0X1 AEF/mobility positions can be filled using the two up/one down skill level match, if an individual possessing the required skill level is not available.
- 2.11. Allocate all inbound permanent change of station (PCS) personnel to the groups, taking into account comparative manning among the group’s skill levels, grade authorizations, and experience levels. Monitor and facilitate permanent change of assignment (PCA) of IM personnel within the groups and/or across the groups.
- 2.12. Monitor and facilitate rotation of IM personnel among the groups to enhance training, provide opportunities for career broadening, or wing leveling actions. Leveling actions are executed when the manning of one group substantially exceeds that of another or one group has a significant surplus of a particular grade or skill level as determined by the base FM. IM personnel should be rotated every 18-24 months to facilitate professional development. The base FM will schedule meetings with group FMs to identify and consider IM personnel for rotation. IM personnel will be assigned to authorized manpower positions using the following priority:
  - 2.12.1. Positions directed as “must fill” based on mission needs and unique identifiers such as a Top Secret clearance.
  - 2.12.2. Wing and group commanders’ support staff positions. The wing FM will be integral to these position selections and will assist in leveling as required.
  - 2.12.3. One-deep positions.
  - 2.12.4. All other positions.
- 2.13. Establish and maintain an IM/WM and FM web page to post information related to the career field. Include links to higher headquarters IM and FM web sites.
- 2.14. Ensure sufficient IM personnel are identified and trained to meet Unit Type Code (UTC) taskings in accordance with the installation deployment plan in a stable pool of information managers.
- 2.15. Develop and implement a 30-day IM Immersion Program for first term airmen and cross-trainees so these individuals will be mission qualified prior to assignment in any of the workcenters

described above. The 30-day Immersion Program will be provided to these individuals within 2 months of assignment at Malmstrom AFB. Upon completion, personnel will be released back to their assigned unit with training in many of the core tasks required for work center proficiency to include: Hardware/Software familiarization, Web Management, Records and Publishing Management, Privacy Act/Freedom of Information Act/For Official Use Only training, and Contingency/Mobility training.

**3. Group Commanders.** Group Commanders will:

- 3.1. Designate a group FM to work IM issues with the wing FM. The group FM is the group point of contact for AEF deployment taskings, mobility requirements, special details, and other IM-related issues.
- 3.2. Ensure IM personnel are placed in positions authorized by the Unit Manpower Document. If additional IM manpower is required, contact the base Manpower Office (34 SW/MO) to obtain authorizations for additional personnel. Coordinate all change requests with the wing FM.
- 3.3. Ensure IM personnel are assigned to positions commensurate with their grade and skill level, when feasible.
- 3.4. Approve the release of IM personnel for career broadening, training, and wing leveling actions.
- 3.5. Identify and assign sufficient information managers to fill UTC deployment requirements.

**4. Unit Commanders.** Unit commanders with IM personnel assigned will:

- 4.1. Report all problems, challenges, or issues to the respective group FM. If the issue cannot be resolved by the group FM or the wing FM, a meeting between the unit commander and the communications squadron commander will be arranged by the wing FM for resolution.
- 4.2. Ensure the proper utilization and training of information managers by aligning duties with their current CFETP and the Work Group Manager (WM) Job Qualification Standard.
- 4.3. Assign information managers as the WM in accordance with AFI 33-115, Volume 1, *Network Operations (NETOPS)*.
- 4.4. Ensure personnel identified to fill mobility positions are not assigned duties that would keep them from fulfilling deployment responsibilities.

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